

## Payroll and Accounting Administrator Job Description

**Position: Payroll and Accounting Administrator**

**Reports to: Controller**

**Job Function:** Reporting to the Controller, the Payroll and Accounting Administrator is responsible for full cycle payroll and benefits for the agency. In addition, this position supports the Finance Department through assisting with accounts payable and receivable as needed.

### Organizational Competencies

---

#### Client Focus

- Builds strong individual relations, delivers individual-centric solutions and identifies opportunities that benefit the individuals in the program.
- Works within the Finance team to ensure that financial functions and obligations of the agency are met.
- Keeps current on changes in legislation related to payroll and benefits and employment laws.
- Adheres to and promotes the agency Policy and Procedures and Ethical Code of Conduct.
- Acts as a positive role model for all employees, individuals, and stakeholders.

#### Ensures Accountability

- Holds self and others accountable to meet commitments.
- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions and failures.
- Completes full cycle bi-weekly payroll and benefits administration and ensures compliance with all policies, procedures, legislation, accreditation, and statutory obligations.
- Reviews the billings for group insurance and ensures individual deductions for benefits are accurate.
- Responsible to accurately process monthly payroll for salary and hourly employees including ensuring accuracy and resolves discrepancies.
- Maintains a master file database, updating employee personal data and deduction information
- Collect timesheets from supervisors and audit data to ensure compliance with company policies and federal and provincial laws and enter appropriate hours into payroll system
- Distribute pay stubs to all employees via email.
- Respond to all government agencies regarding any wage garnishments and update employee records accordingly
- Create reports of payroll data to support payroll processes, human resources reporting and financial analysis requests (example: overtime, relief hours used, etc.)
- Process and pay expense claims
- Process accounts payable and cheque processing for the agency in a timely manner.
- Reconcile monthly billings
- Ensures that all new employees are signed up for the benefit, RRSP and TFSA plans.
- Processes payroll deductions.

- Processes all ROE's.
- Completes T4's ensures that tax forms are collected from all employees.
- Supports the annual agency audit and provides information as needed to Controller.

### **Values Differences**

- Recognizes the value that different perspectives and cultures bring an organization.
- Contributes to a work climate where differences are valued and supported, and people are encouraged to do their best.
- Develops a positive, professional rapport with all staff, students and volunteers.

### **Situational Adaptability**

- Adapts approach and demeanor in real time to match the shifting demands of different situations.
- Picks up on situational cues and adjusts in the moment, recognizing that different situations call for different approaches.
- Readily adapts personal, interpersonal and leadership behavior.
- Performs other administrative duties as required or assigned.

### **Position Competencies**

---

#### **Decision Quality**

- Makes good and timely decisions that keep the organization moving forward.
- Considers all relevant factors and uses appropriate decision-making criteria and principles.
- Makes sense of complex, high quantity and sometimes contradictory information to effectively solve problems.
- Knows when to ask supervisor for support to review issues and identify solutions.

#### **Collaborates**

- Builds partnerships and positive working relationships with others to meet shared objectives.
- Works closely with People Services team to ensure that new hires and exiting employees are identified and that information related to their employment is current and accurate.
- Attends relevant trainings and meetings and is an active participant in special agency projects, committees, events, and fundraising initiatives.
- Looks for opportunities to cross-train in the department to be able to complete key functions during vacations, absences, and vacancies.

#### **Communicates Effectively**

- Develops and delivers communications that convey a clear understanding of the unique needs of different audiences.
- Maintain ongoing communication with direct supervisor through regular supervision sessions and timely updates.
- Adapts communication style to meet the individual needs of different groups.
- Ensure relevant and timely exchange of information between all team members and supervisor.
- Assists employees with queries related to employee benefits, RRSP and TFSA and provide them with accurate and timely information.
- Provides trainings and support to employees as it pertains to payroll and benefits and looks for opportunities to increase employee's understanding of the benefits available to them.
- Collects and reviews all benefit forms and works with employees to ensure information is accurate.
- Ensures that all paperwork and written correspondence is completed to a high level of professionalism and accuracy.

### **Instills Trust**

- Gains the confidence and trust of others through integrity, honesty and authenticity.
- Follows through on commitments in agreed upon time limits.
- Is seen as direct, truthful and able to keep confidences.
- Practices what they preach and is a role model for staff, students and volunteers.
- Ability to exercise extreme confidentiality in discussions regarding employee's compensation and personal information, as well as the company's financial data

**Note: A Payroll and Accounting Administrator may be required to perform duties stated and not previously stated.**

### **Position Qualifications**

---

The Payroll and Accounting Administrator must possess 3 years' experience processing payroll for 250 + employees, and a CPP designation would be considered an asset. A Payroll and Benefits Administrator must be proficient, up-to-date, and flexible in the current areas:

- Maintains police and child intervention checks
- Obtains and maintains a Class 5 Driver's License, including \$1,000,000 liability insurance
- Knowledge of federal and provincial payroll tax laws and regulations